

MINUTES DRAFT
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS SUITE #106
THURSDAY OCTOBER 4, 2012
6:30 PM

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Chairperson Butner, Vice Chairperson Blue, Commissioners Parrish, Norton, Freeman and Hough were present; Commissioner Hisrich was absent.

Also Present: Community Development Director Mike Jenkins, Building Official Robert Foreman, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Hough.

4. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a. Approval of Minutes:

09-06-2012 Regular Session

b. Set Next Meeting, Date and Time:

11-01-2012 Regular Session

On a motion by Blue, seconded by Parrish, the Consent Agenda was unanimously approved as presented.

5. Call to the Public for Items not on the Agenda

There was no public input.

6. Public Hearing, Discussion and Possible Recommendation to Council for Text Amendments to the Town of Camp Verde Planning & Zoning Ordinance under Part Three, Section 306 title, and subsections A-D. To (1) change the agency responsible for issuing a Mobile Home Rehabilitation permit from the Town of Camp Verde to the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing, (2) remove the allowance to transfer or install within Town limits, a Mobile Home previously outside the Town Limits, (3) remove the allowance to transfer or install within the Town limits, a Manufactured Home with a manufacture date greater than 20 years, from the date of application submittal, that was previously outside the Town of Camp Verde Town Limits, and (4) Changing Section 306 title to read "Mobile/Manufactured Home Standards" and including installation and maintenance standards for manufactured homes installed on private tracts

of land or lots outside of a Mobile Manufactured Home Park. (Continued from 9/6/2012 Planning & Zoning Commission meeting)

On a motion by Hough, seconded by Freeman, the Commission unanimously approved the following additional language to Section 306, on Page 2, Paragraph A.2.a., and Page 4, Paragraph C.1.b.1, as shown in underlined bold type: (In part), “.....except for existing manufactured homes that are currently located within the Town limits, **and have a current Certificate of Occupancy.**”

Commissioner Hough opened the discussion with the suggestion to make the following amendments to the Planning & Zoning Ordinance under Part Three, Section 306, with the suggested amendments shown in underlined bold type, as follows: Page 2, Paragraph A.2.a. (in part) “.....except for existing **legally permitted** manufactured homes....” On Page 4, Paragraph C.1.b.1) (In part) “.....except for existing manufactured homes that are currently located and **legally permitted** within the Town limits.”

Butner requested from Community Development Director Jenkins and Building Official Foreman clarification of what type of permit does “legally permitted” refer to. Foreman explained the factors involved in issuing a permit to set the manufactured home, which is the same as the installation permit, and finally the issuance of the Certificate of Occupancy. After further discussion the Commissioners arrived at a consensus for additional language, and action was taken accordingly.

7. Call to the Public for Items not on the Agenda

There was no public input.

8. Commission Informational Reports:

There were no Commission informational reports.

9. Staff

There was no staff report.

10. Adjournment

On a motion by Freeman, seconded by Norton, the meeting was adjourned at 6:48 p.m.

Joe Butner, Chairman

Planning & Zoning

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 4th day of October 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

Margaret Harper, Recording Secretary